

CLERK TYPIST

General Statement of Duties: Under supervision, performs a variety of complex clerical and typing tasks: does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for varied clerical work requiring the incumbent to exercise independent judgment in the application of the City's policies and procedures. Incumbent may supervise or review work of other workers in the department.

Examples of Work:(Illustrative Only)

- Types correspondence, memoranda, reports, statistical tabulations, and other materials from rough draft copy and/or personally composes routine replies;
- Transcribes from dictaphone;
- Maintains attendance, vacation, and pay records of employees;
- Prepares payroll, taking the required deductions and making computations involved;
- Operates IBM Mag-card typewriter;
- Operates adding machine, calculator, photo copier, and other office machines;
- Prepares and processes vouchers, requisition forms, purchase orders, and invoice forms;
- Organizes and maintains complex files, controls records, and indexes files;
- Maintains departmental personnel records;
- Researches, compiles and computes data;
- Prepares office and departmental reports;
- Furnishes the public with general information and advice in regards to the City's policies and procedures;
- Serves as receptionist, directing visitors and callers to proper person or department;
- Reviews and/or supervises work of subordinate personnel as required.

Required Knowledge, Skills and Abilities: Good knowledge of modern office practices and procedures, business English and arithmetic; knowledge of simple bookkeeping and accounting principles; ability to proficiently operate a typewriter; ability to work independently; ability to make mathematical computations; ability to effectively communicate both orally and in writing with the public, other agencies, and staff.

Acceptable Experience and Training: Prefer completion of a standard high school course with one year's experience in general clerical work, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.